

ASSISTANT DIRECTOR OF FINANCE

DEFINITION:

Under the direction of the Director of Finance, plans, organizes, directs, supervises, and personally performs professional accounting and fiscal activities in conformance with generally accepted accounting standards and appropriate laws and regulations. Performs related work as required.

CLASS CHARACTERISTICS:

An incumbent in this classification may be assigned to perform complex professional level tasks related to accounting and other fiscal activities. This position has responsibility for assisting the department director in formulating departmental policy and developing goals and objectives. This class is distinguished from an incumbent in the next lower classification in that he/she supervises, provides oversight and is responsible for operation, maintenance and provision of reports of the City's accounting systems. Incumbent is also responsible for provision of professional accounting direction and, as such, ensures that day-to-day accounting and fiscal activities are in conformance with generally accepted accounting principles and standards and appropriate laws and regulations. As a supervisor, incumbent independently directs and reviews the work of professional, technical, and office support staff.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Analyze fiscal transactions to assure conformity and compliance with accepted accounting procedures, City procedures and methods, and Municipal, State and Federal regulations.
2. Direct and coordinate the processing of City accounting procedures.
3. Maintain, analyze and reconcile all subsidiary and general ledger accounts.
4. Responsible for the preparation or supervision of the preparation of the monthly and year-end revenue and expenditure reports, journal entries, adjusting and closing entries, and reconciliation of inter-fund and inter-agency accounts.
5. Direct and review financial record keeping activities such as purchasing, fixed assets, and accounts payable.
6. Train and supervise technical and clerical support staff.
7. Research, compile and prepare financial statements and supporting schedules.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

8. Work with City's computer committee and outside data processing contractor in analyzing City needs, making recommendations, and implementing improvements to computerized accounting systems.
9. Review various documents and records for accuracy, appropriate coding, and compliance with policies.
10. Establish procedures for timely collection of monies due to the City and follow-up on collection problems.
11. Establish procedures for an aggressive collection program, including small claims actions.
12. Provide oversight for the monitoring, maintenance, and audit of franchise and concession agreements to ensure terms and conditions are met.
13. Provide explanations and interpretations of regulations governing utility billings, business licenses, payroll and similar matters.
14. Work with department directors and other City staff on accounting related issues and problems.
15. Analyze problems, evaluate alternatives, and implement creative recommendations.
16. Coordinate the annual audit and work closely with auditors to implement suggestions.
17. Maintain a variety of records and prepare complex financial and statistical reports.
19. Responsible for completion, or supervision of completion, of all aspects of the Comprehensive Annual Financial Report of the City and General Purpose Financial Statements for the Redevelopment Agency.
20. Research, analyze and prepare various financial discussions and documents for the signature of the Finance Director.
21. Directly supervise, review and evaluate work of professional and/or paraprofessional accountants.
22. Research and develop departmental operating policies.
23. Act as City liaison to the external professional auditing firm.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

24. Act in the absence of the Director of Finance, when asked to do so.
25. Provide direction to staff with bond servicing and assessment district functions.
26. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Proposals, principles, and practices of governmental accounting agencies and professional organizations as relates to municipal accounting and financial operating practices ie., CSMFO, GASB, GFOA, AICPA, GAO, OMB, etc.
2. Accounting, auditing, and budgeting principles and practices.
3. Governmental accounting principles, applicable laws and regulations, and financial reporting practices.
4. Basic Management Information Systems applications for accounting and bookkeeping functions.
5. Supervisory and office management principles and practices.

Skill in:

1. Directing and reviewing the work of professional and technical support staff.
2. Communicating effectively, both verbally and in writing.
3. Operating office machines, personal computers and computer terminals.
4. Performing complex accounting, auditing and financial record keeping activities.
5. Maintaining accurate records and making accurate arithmetic calculations.
6. Working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.

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Ability to:

1. Plan and direct the activities of personnel engaged in various accounting functions, which includes training and evaluating non-management staff.
2. Understand and interpret City, State, and Federal laws pertaining to governmental accounting.
3. Examine and verify financial documents and reports.
4. Analyze complex problems, evaluate alternatives and implement creative recommendations.
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
7. Organize work, set priorities, meet deadlines, and complete assignments with minimal supervision.
8. Communicate effectively, both verbally and in writing.

JOB REQUIREMENTS:

1. Bachelor's degree from an accredited college or university with major course work in Accounting, Finance, Business Administration or closely related field.
2. Five years of responsible, professional work experience in Accounting/Finance fields. An emphasis in accounting, financial reporting, and auditing is preferred. At least two years of experience in the public sector is required.
3. Two years of supervisory experience required.

OTHER QUALIFICATIONS:

1. Operation of a 10-key by touch and experience in utilization of current personal computer spreadsheet and work processing applications.
2. Additional local government experience is desired.

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3. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
4. Certified Public Accountant (CPA) designation desired, but not required.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard, printer
3. Copy machines
4. Fax machines
5. Telephone
6. Calculator
7. Binders and ledgers
8. Vehicle
9. Cash register

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting/standing
5. Reaching
6. Manual dexterity
7. Speed in meeting deadlines
8. Lifting up to 10 lbs.
9. Driving

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 95% of the time
Travel: varying conditions, 5% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels